

A Quick Guide to the ASBO MD&DC Professional Certification Program

Certification Requirements

A Candidate seeking a Certified School Business Administrator (CSBA), Certified School Business Specialist (CSBS), or Certified School Business Official (CSBO) certifications must be a member in good standing of ASBO MD & DC.

A Candidate currently must be working full time in a public or non-public school, or qualifying organization (see Policies and Procedures), previous to the certification you are applying. For all candidates, a combination of education and/or years of school business experience is required.

ASBO MD & DC certification programs require substantial work experience, formal training and education in courses specific to school business leadership.

In order to be considered, the Candidate must be able to document their experience by supplying an official position description.

At the time of application for certification, a Candidate must submit a letter of recommendation regarding the Candidate's integrity, character, ethical behavior, efficiency and competency on the job, to the Executive Director, ASBO MD&DC.

A Candidate must complete the eight required Foundations of School Business Management curriculum coursework.

ASBO MD & DC recognizes that there are numerous opportunities for applicants to receive quality school business management or school business leadership-related coursework. Documentation is required for all coursework submitted for consideration. Acceptable forms of documentation of coursework taken through an industry association include: copies of certificates of attendance and certificates of completion. *This documentation must include the name of the course, the date and location of the course, the organization that provided the course, the duration of the course (contact hours) and must be in the name of the Candidate.*

Certification and Renewal Requirements:

All certificates shall be valid for five (5) years from the date granted. All certificates may be renewed upon completion of contact hours of continuing education units specific to the certification.

ASBO MD & DC awards one (1) contact hour for each classroom hour of education or training; each full day of classroom training earns a maximum of 8 contact hours. Major school business industry events such as international/national/regional conferences and meetings and on-line training programs are also recognized by ASBO MD & DC and are eligible for coursework/training credit. Specifically, applicants may receive 24 contact hours for full attendance at the ASBO International Annual Conference & Products Exposition and 16 contact hours for attending the ASBO MD & DC Annual Spring Conference and other international/national conferences, including other workshops, BIG sessions, and additional education courses. ASBO MD & DC Annual Fall Conference will be eligible for 8 contact hours.

A Candidate must submit a completed cover letter and an Application for Certification Status on forms provided by ASBO MD & DC, including a signed Code of Ethics statement. Each application will be evaluated on its own merits. The Application shall be submitted to the ASBO MD&DC Executive Director.

Certified School Business Specialist (CSBS) checklist:

- 2 years of ASBO MD & DC membership.
- 2 years employment in school business.
- Proof that 20 contact hours have been completed.
- A current official position description.
- Letter of recommendation from their supervisor.
- Proof of completion of the Foundations of School Business Management Program.
- Proof of published article or presentation.

Certified School Business Official (CSBO) checklist:

- A current official position description showing proof that the applicant supervises individual(s) or a department.
- 4 years of ASBO MD & DC membership.
- 4 years employment in school business.
- Minimum 4 year college degree in a business/operations related field or equivalent (submit diploma or equivalent).
- Proof of a combination of education and years of school business equaling 8 years.
- Proof that 40 contact hours have been completed.
- Letter of recommendation their supervisor.
- Proof of completion of the Foundations of School Business Management Program.
- Proof of published article or presentation.

Certified School Business Administrator (CSBA) checklist:

- Applicant must be a manager or supervisor of more than one department and/or discipline.
- 4 years of ASBO MD & DC membership.
- 4 years employment in school business.
- Minimum 4 year college degree in a business/operations related or equivalent (submit diploma or other documented equivalent).
- Proof that 60 contact hours have been completed.
- Proof of a combination of education and years of school business equaling 8 years.
- A current official position description.
- Letter of recommendation from a Superintendent, Chief Operating or Finance Officer, or Board of Education member.
- Completion of the Foundations of School Business Management Program.
- Proof of a published article or presentation.